

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Police Assistant	Job Family: IV
General Classification: Front-Line	Job Grade: 2

Definition: To perform a wide variety of routine duties related to the Police Department.

Distinguishing Characteristics: This is an entry-level classification in the Police Assistant series. The Police Assistant performs duties and work assignments depending on the department needs and for training purposes. Receives direct supervision from both sworn and nonsworn personnel.

Examples of Duties: Depending upon assigned areas, duties may include, but are not limited to, the following:

1. Assists with receiving information and complaints from the public by telephone and in person, relaying information as needed to appropriate department personnel.
2. Responds to inquiries by the general public with information on police services and procedures.
3. Prepares report copies for release.
4. Assists Police Officers with document retrieval.
5. Performs a wide variety of routine clerical work, including filing.
6. Assists with citing illegally parked vehicles.
7. Assists with traffic control.
8. Interacts with citizens and downtown merchants while patrolling City streets and enforcing laws and regulations applicable to nonmoving vehicles.
9. Assists in storing, logging and releasing of property and physical evidence including narcotics and firearms.
10. Assists with operating the property tracking systems to maintain an accurate and defensible chain of custody.

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11. Assists with purging of unclaimed property.
12. Assists with assuring that all Police Department vehicles are stocked with necessary safety equipment.
13. Assists with scheduling and delivering vehicles to Fleet Services for maintenance.
14. Assists with performing minor automotive maintenance such as replacing bulbs or recharging batteries.
15. Assists with crime analysis by reviewing all police reports to abstract crime analysis data; enters the data into the Police Department automated records management system; responds to requests for crime analysis data from Police Officers and other department staff.
16. Responsible for creating CATCH warrants and bulletins and distributing publications to all department personnel and local outside law enforcement agencies.
17. Assists with Police Department recruitments; sets up oral interview boards and interacts with candidates to obtain necessary background information.
18. Assists with maintaining the inventory and records equipment issued to Police Department personnel.
19. Routinely performs a wide variety of support duties for Police Department Detectives; maintains the files of booking photos; files field interrogation cards; maintains the inventory of the equipment trailer used for evidence collection at major crime scenes and transports evidence items to and from court or the crime lab.
20. Provides occasional support to Police Department clerical staff during breaks or absences.
21. Performs related duties as assigned.

Minimum Qualifications:

Knowledge of: English usage, spelling, grammar and punctuation; City and Police Department policies and procedures and services.

Ability to: Learn the organization procedures and operating details of the City and Police Department; learn how to use word processing equipment; perform routine work, including maintenance of appropriate records and preparation of general reports; verify check files and data; understand and carry out both oral and written directions; perform simple mathematical calculations; establish and maintain effective working relationships with those contacted in the course of work; operate a variety of office equipment such as a calculator, typewriter and personal computer. Some positions may require the ability to type accurately at a speed of 45 words per minute.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: One year of work experience requiring frequent public contact and interpretation of complex rules and regulations, equivalent to the completion of the 12th grade. Experience in a municipal police department is highly desirable.

Required Licenses or Certificates: Possession of or ability to obtain a valid California driver's license.

Established April 26, 2000
Revised

Class Specs
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